

Desk Aid

Creating a Claim Template in ProviderOne

Provider Portal

- Use Web address: <https://www.waproviderone.org>
- Complete the 3 fields - Login
- Select Manage Templates

Online Services

Claims

- Claim Inquiry
- Claim Adjustment/Void
- On-line Claims Entry
- On-line Batch Claims Submission (837)
- Resubmit Denied/Voided Claim
- Retrieve Saved Claims
- Manage Templates ←
- Create Claims from Saved Templates
- Manage Batch Claim Submission

Online Services

Type of claim Template = Professional

- Select Add button

Naming Template

- Create a name for template in Template Name bod under Basic Info

Desk Aid

Creating a Claim Template in ProviderOne

Required Template Information

- 4 Minimum required fields to save template

	* Is the Billing Provider also the Rendering Provider?	<input checked="" type="radio"/> Yes <input type="radio"/> No
	* Is this service the result of a referral?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	* Is this a Medicare Crossover Claim?	<input type="radio"/> Yes <input checked="" type="radio"/> No
	* Is this claim accident related?	<input type="radio"/> Yes <input checked="" type="radio"/> No

➤ Note: You can fill in as much information on the claim form template as long as the minimum information is entered

Suggested Fields to Complete for Template

- Your Provider NPI
- The standardized Taxonomy Code

Basic Claim Info | Other Claim Info

Billing Provider | Rendering Provider | Subscriber | Claim | Service

PROVIDER INFORMATION

Go to Other Claim Info to enter information for Referring, Purchasing, Supervising and other providers.

BILLING PROVIDER

* Provider NPI: * Taxonomy Code:

Suggested Fields to Complete for Template

- Diagnosis Code always Z710
- Procedure code always T1013
- Modifier 1 always U3
- Diagnosis Pointer always 1

*Note: You may need additional modifiers.

CLAIM DATA

Patient Account No.:

* Place of Service:

Additional Claim Data

Diagnosis Codes: * 1: 2: 3: 4:

7: 8: 9: 10:

BASIC LINE ITEM INFORMATION

Click on Other Svc Info in each line item to include the following additional line item information: Attachment, Drug, DMERC Condition, Health Services, Test Results, Home Oxygen Therapy, Service Facility, Miscellaneous Numbers, Indicator Purchased Services and Line Adjudication.

BASIC SERVICE LINE ITEMS

* Service Date From: * Service Date To:

Place of Service:

* Procedure Code: Modifiers: 1: 2: 3: 4:

* Submitted Charges: \$ * Units:

Diagnosis Pointers: * 1: 2: 3: 4:

Desk Aid

Creating a Claim Template in ProviderOne

Saving Template

- Once you have completed all the required fields you can **SAVE** this template.
- You will get a pop-up confirming you want to Save - **OK**

Close Save Template Reset

Professional Claim

Note: asterisks (*) denote required fields.

Basic Claim Info Other Claim Info

Billing Provider | Rendering Provider | Subscriber | Claim | Service

* Template Name: SIGN LANGUAGE TEMPLATE

Message from webpage

Do you want to save the Template?

OK Cancel

Saving Template

- Once you template is save you will see it listed on Claim Template

*Note you can have more than one template

Close Add

Create a Claim Template

Type Of Claim: Professional *

Claims Template List

Template Name	Type	Last Updated By	Last Updated Date
SIGN LANGUAGE TEMPLATE	Professional	PRU	01/31/2020

View Page: 1 Page Count SaveToXLS Viewing Page: 1

Save As/ Copy Template

- If you need multiple templates you can:
- Go into saved template and rename (SL template II)
- Change other info as desired
- Select Save Template

Close Save Template Reset

Professional Claim

Note: asterisks (*) denote required fields.

Basic Claim Info Other Claim Info

Billing Provider | Rendering Provider | Subscriber | Claim | Service

Submitter ID: 200320900

* Template Name: SIGN LANGUAGE TEMPLATE 2

PROVIDER INFORMATION

Go to Other Claim Info to enter information for Referring, Purchasing, Supervising and other providers.

BILLING PROVIDER

* Provider NPI: Taxonomy Code:

* Is the Billing Provider also the Rendering Provider? Yes No

* Is this service the result of a referral? Yes No

Desk Aid

Creating a Claim Template in ProviderOne

Submitting a Claim Using a Template

- Once you have created a template you can use this template to bill for completed jobs by selecting Create Claims form Saved Templates

Online Services

Claims

- Claim Inquiry
- Claim Adjustment/Void
- On-line Claims Entry
- On-line Batch Claims Submission (837)
- Resubmit Denied/Voiced Claim
- Retrieve Saved Claims
- Manage Templates
- Create Claims from Saved Templates**
- Manage Batch Claim Submission

Create Claim from Saved Templates List

Filter By: [] And [] Go [Save Filter My Filters]

Template Name	Type	Last Updated By	Last Updated Date
SIGN LANGUAGE TEMPLATE	Professional	PRU	01/31/2020
SIGN LANGUAGE TEMPLATE 2	Professional	PRU	01/31/2020

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 [First Prev Next Last]

Submitting a Claim Using a Template

- Once you have created a template you can use this template to bill for completed jobs by selecting Create Claims form Saved Templates

Create Claim from Saved Templates List

Filter By: [] And [] Go [Save Filter My Filters]

Template Name	Type	Last Updated By	Last Updated Date
SIGN LANGUAGE TEMPLATE	Professional	PRU	01/31/2020
SIGN LANGUAGE TEMPLATE 2	Professional	PRU	01/31/2020

View Page: 1 Go Page Count SaveToXLS Viewing Page: 1 [First Prev Next Last]

** Step by step training is on our webpage @ www.hca.wa.gov/sli-transition

*** Trouble submitting a request please email us @ INTERPRETERSVC@hca.wa.gov